



# Behaviour policy:

## COVID-19 Addendum

Approved by:

Date:

Last reviewed on: May 2020

Next review due by: September 2020

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## Important contacts

ROLE	NAME	CONTACT DETAILS
Inclusion Manager and Designated safeguarding lead (DSL)	Tim Killick	0203 329 0201
Headteacher	Lisa Farrow	0203 329 0201
Deputy Headteacher	Lisa Mafrika	0203 329 0201
Assistant Headteacher	Nick Seymour	0203 329 0201
Chair of Governors	Madeleine McLaren	0203 329 0201

## 1. Scope

This addendum applies during the period in which schools have had to make considerable adjustments to how they operate due to the COVID-19 pandemic, and reflects updated advice from the Department of Education.

It sets out changes to our normal behaviour policy in light of the Department for Education's guidance, Planning Guidance for Primary Schools (14.05.2020) and should be read in conjunction with that policy.

Unless covered here, our normal behaviour policy continues to apply.

## 2. Arrivals and Departures

### 2.1 Drop off

- Drop off times will be at staggered. There will be a clear one-way pedestrian system outside the school.
- Parents will not be allowed to enter the through the school gate, rather your child should enter through the main gate where an adult will be waiting to direct them to the appropriate staircase one at a time. One parent per child. You will be told to line up 2 metres apart from gate. You must leave quickly to allow the next child to enter the school. Reception and Nursery will enter and exit through the EYFS gate

### 2.2 Pick Up

- Parents will not be allowed to enter the through the school gate, rather your child will be handed over to you. One parent per child. You will be told to line up 2 metres apart from the gate and will not enter the school site. Your child will be brought to you. You must leave quickly to allow the next adult to enter the school.
- In the case of Year 6 and with parental consent, children can walk to and from school themselves to avoid more parents entering the school.

### **2.3 Parents Coming into School**

- Parents will not be allowed onto the school site.
- All contact from parents, must be made by calling the school: 0203 329 0201 or via email at: [office@essendine.org.uk](mailto:office@essendine.org.uk)
- If a teacher needs to talk to a parent, please make a phone call to the parent.
- In the event of an emergency, parents can enter the school via the front gate. Parents will be asked to wait until a member of staff invites them in. Parents must stand 2 meter away from the desk in the designated space behind the protective screen.

### **3. Moving Around the School**

- Children will need to physically distance themselves where possible and routines will be established to help the children to do this.
- Procedures will be put in place to minimise contact and mixing with other classes.
- Children will not mix with other pupils. They will spend the day within their 'class bubble' and be encouraged to socially distance within that, where possible.
- Classes will be no bigger than 15 children with one Teacher and a TA.
- Children will be in the same small groups at all times each day. Children or parents will not be able to request which group a child is in.
- Children will be allocated their own set of equipment that only they will use – no equipment is to be brought in from home.
- The groups will use the same classroom throughout the day, with a thorough cleaning of the rooms at the end of the day.
- There will be staggered playtimes and lunch there will be a packed lunch served in the classroom.
- Classrooms will be well ventilated using natural ventilation (opening windows) or ventilation units
- Doors will be propped open, (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation

### **4. Expectations around Hygiene**

- Children will be made to wash hands regularly, e.g. before the day starts and at the end of the day, as well as after each lesson.
- Posters with visuals on will be displayed in the classroom with reminders to when and how their hands.
- There will be hand sanitiser in various locations around the school.
- Children encouraged to use a tissue or elbow to cough or sneeze and bins will be used for tissue waste ('catch it, bin it, kill it').
- Please ensure school uniform is washed regularly

## **5. New Rules and Routines**

- Children will not be able to share stationary so will be praised by staff for looking after their own equipment.
- Children will have a short play time in their 'bubble', which will then be broken into smaller groups of 4 for socialising. They will also have an exercise slot, where they will either be involved in the 'daily mile' or some other keep fit activity, which will be socially distanced.
- Behaviour where child coughs or spits at another individual, on purpose will be taken very seriously. Staff must immediately report the incident to a member of the Senior Leadership Team (SLT) and report onto SIMs marked under, 'unsafe' behaviour. An individual risk assessment will be completed with regards to the individual risk the child poses. Fixed Term Exclusion or Permanent Exclusion may be given as a sanction, by the head teacher, depending on the circumstances of the incident.

## **6. Racism**

Staff at Essendine must recognise that there has been prevalence of racist incidents linked to the COVID-19 pandemic. Any negative comments to any individual linked to their race, ethnicity or cultural belonging will continue to be treated very seriously. Staff must report any racist incidents, as per the behaviour policy, on SIMs and categorised as a racist incident. A member of SLT will then follow the Behaviour Policy's steps to deal with the incident.

## **7. Sanctions and Rewards**

### **7.1 Rewards**

- Most of the rewards from the current Behaviour Policy are still applicable.
- Staff will consciously reward children for practising good hygiene and social distancing.
- Staff will promote positive wellbeing and mental health and encourage children to regulate and manage their anxieties in the classroom. Staff will praise children for independently showing these skills e.g. breathing techniques, taking time out or talking about their worries with staff.

### **7.2 Sanctions**

- Most of the sanctions from the current Behaviour Policy are still applicable.
- If a child is continually disruptive and does not adhere to adult instruction then it must be reported to SLT in a timely manner. It must also be reported on SIMs.
- If the child is unable to behave in a safe way at school, parents may be asked to come to take the child home until they have regulated.
- If necessary an individual risk assessment with a behaviour plan, will be created to support the child to be safe in school.

## **8. Curriculum**

- Bespoke PSHE lessons are planned to deal with some of the issues the children have faced and to support them in understanding the reason for the new rules.
- The curriculum focus is on wellbeing until the end of the summer term at least.

## **9. Monitoring arrangements**

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum every 3-4 weeks by Tim Killick, DSL. At every review, it will be approved by the full governing board.

#### **10. Links with other policies**

This policy links to the following policies and procedures:

- Safeguarding policy
- Staff [behaviour policy/code of conduct]
- IT acceptable use policy
- Health and safety policy
- Online safety policy
- Whistle-blowing
- Anti-bullying
- SEND Policy